

11 March 1974

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDM&S, DDO, DDS&T

SUBJECT : Federal Executive Institute - Nominations for
Senior Executive Education Program and Executive
Leadership and Management Program

1. The Federal Executive Institute has scheduled two major categories of programs for Fiscal Year 1975: Four sessions of a seven-week Senior Executive Education Program to replace the present eight-week program; and four sessions of a new three-week Executive Leadership and Management Program designed for executives recently appointed to supergrade ranks. The seven-week program is a revision of the eight-week course conducted during FEI's first five years of operation. The program is designed for executives in grades GS-16 and above. The new three-week program is designed to serve the needs of Federal executives at the time of transition into executive-level responsibilities. The course is open only to executives within 18 months after their initial entry into a position at grade GS-16 or above, or equivalent.

2. The Agency has been allocated one space in each of the four sessions of the Seven-Week Executive Education Program as follows:

Sunday, 8 September - Friday, 25 October 1974 - one space
Wednesday, 30 October - Tuesday, 17 December 1974 - one space
Sunday, 2 March - Friday, 18 April 1975 - one space
Sunday, 4 May - Friday, 20 June 1975 - one space

The Agency has been allocated two spaces in each of the four sessions of the Three-Week Executive Leadership and Management Program as follows:

Monday, 15 July - Friday, 2 August 1974 - two spaces
Monday, 12 August - Friday, 30 August 1974 - two spaces
Monday, 6 January - Friday, 24 January 1975 - two spaces
Monday, 27 January - Friday, 14 February 1975 - two spaces

STATINTL

Approved

3/04 : CIA-RDP78-04202A000200170009-6

Primary
alt.
6-27 Jan *27 Jan - 14 Feb*
27 Jan - 14 Feb *6-24 Jan*

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

2

3. Our quota will be filled on an Agency-wide basis with a system of principals and alternates for allocated spaces. You are reminded that employees selected to attend these programs must do so on a completely overt basis. May I ask, also, that insofar as possible, your candidates' availability during the scheduled time of the session is assured; there has been an excessive rate of withdrawals of approved principals and alternates for the FY 74 runnings.

4. Please forward your nominations for the eight sessions to the Executive Secretary, Training Selection Board, by close of business 5 April 1974. Six copies of all nomination papers should be submitted for each candidate--a nominating statement giving reasons for proposing attendance, an up-to-date biographic profile, home address and the two most recent fitness reports. In addition, please indicate first and second choice sessions for each candidate.

5. Attached for distribution to your training officers are copies of the FEI 74-75 Bulletin containing criteria and nominating procedures.

SIGNED

██████████
Executive Secretary
Training Selection Board

STATINTL

STATINTL Atts

ES-TSB:██████████:maq (11 Mar 74)

Distribution:

Orig - Ea STO - O/DCI, DDI, DDM&S, DDO, DDS&T w/atts
1 - RG/SRS/TR
12- ES-TSB w/atts

~~ADMINISTRATIVE - INTERNAL USE ONLY~~